




広報番号： Announcement No.	PSA-W04-04(R)
募集締切日： Closing Date	14 MAY 04
発行日： Date of Issue	5 MAY 04

1.職種名 Job title (等級 Grade 5 / 語学等級 LAD 3) Administrative Specialist # 10 (管理専門職) <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment <div style="text-align: center;">1 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員（部隊内） <small>Current Employee within Activity</small> <input checked="" type="checkbox"/> 現 MLC/IHA 従業員（通勤圏内） <small>Current Employee (USFJ Wide in commuting distance)</small> <input checked="" type="checkbox"/> 現 MLC/IHA 従業員（全在日米軍） <small>Current Employee (Whole USFJ Wide)</small> <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity U. S. Navy Personnel Support Activity, Pacific CO/XO Office 勤務場所 Working Place 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ヵ月 Months)	
3.勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Work Days Monday to Friday 勤務時間・休憩 Work Hours/Recess Period 0800 – 1700 /1200 – 1300 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties See attached sheet.			
7.資格要件／身体条件 Qualification / Physical Requirements a. One year of clerical or administrative work experience equivalent at 1-4 level in the related work. b. Knowledge of policies, regulations and procedures governing administrative functions, including community relations, award program, and military personnel management. c. Knowledge of secretarial work such as scheduling appointments, screening calls and visitors, and handling correspondence. d. Skill in operating personal computer such as Microsoft Word, Excel and Access. e. Ability to control administrative procedures within the activity. f. Ability to speak read and write English at fluent proficiency level (LAD-3). A handicapped applicant may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : N/A	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnj.navy.mil</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnj.navy.mil</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> 英語の能力等を証明するもののコピー Certificate of English proficiency</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)</p> <p>12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is unacceptable.)</p>		
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
 担当部署／担当者名 Office PERSUPPACT PACIFIC/ Ms. Suzuki, Rieko  046-816-8093 (DSN) 243-8093	〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地統合人事部雇用課 (HRO) CNFJ, HRO, C-N132  046-816-8152 (DSN) 243-8152	PD No.: PSA-00S-001
		PD is accurate and current. Certified by Activity: RS
		HRO: so5/12

提出された応募書類はお返ししません Submitted applications will not be returned.

TASK LIST

1. Performs a variety of secretarial duties for Commanding Officer (CO) and Executive Officer (XO). Keeps their calendar and schedules appointments and conferences without prior clearance in most cases, and sees that they are fully briefed on the matter to be considered before the scheduled meeting. Screens out phone calls and visitors, and when appropriate, tactfully directs them to appropriate action officers for assistance. Screens incoming correspondence, reports, instructions, etc., and only forward those that need CO/XO's decision, attention and acknowledgement. Assures outgoing correspondence for conformance with general policy, factual correctness, and adequacy of treatment, and calls any deviations or inadequacies to the attention of the originator. Drafts/finalizes CO/XO's official and personnel letters. Makes necessary arrangement for official/non-official travel (30%).
2. As a senior Administrative Specialist, advises CO/XO and Administrative Department Head (military) on establishing internal administrative procedure of unusual or one-of-a kind situations. As requires, provides technical guidance on and assistance to lower grade MLC administrative personnel and military members assigned to PSAPAC. Administers Command Form Control Program, Directives, Instructions and Notices (10%).
3. Advises CO/XO concerning issues related to community relations. Establishes and maintains contact with representatives of the Japan Maritime Self Defense Force, social associates and civil organization to maintain effective liaison and obtaining cooperation, understanding and support. Serves as translator for CO/XO so that they can precisely and clearly exchange and express their ideas during the conferences, visits and events. Coordinates and facilitates meetings between Japanese offices, and other commands regarding special functions, invitations, and related VIP visits, etc. Advises Commanding Officer (CO) and Executive Officer (XO) on local customs, social usage, policies and procedures in connection with official and unofficial contacts with Japanese Government officials and nationals. Provides general information on Japan as requested (10%).
4. Manages and supervises U. S. Navy Personnel Support Activity, Pacific's (PSAPAC) Award program, in a Network comprised of eight Personnel Support Activity Detachments and eight Customer Service Desks located in the Pacific and Indian Ocean areas of responsibility. Determines the level of award meets criteria/prerequisites for an approval and forwards to Awards board or returns inappropriate requests to the originators. Coordinates award board input prior to submission to the Commanding Officer via the Executive Officer for signature. As required, forwards and tracks the status for each award at Commander, U. S. Pacific Fleet while maintaining liaison with the Admiral's staff. Serves as PSA Pacific liaison to Commander, U. S. Pacific Fleet on all awards matters. Prepares Command Navy Achievement Medals for Commanding Officer's signature and forwarding to Detachments for presentation (30%).
5. Administers, reviews and processes highly confidential and sensitive documents such as reviewing officer's fitness reports and enlisted evaluation reports, and other special and/or incidental projects/actions. Such special assignments require knowledge and skill to recognize the dimensions of the program/problems involved, collect the necessary information, establish the facts, and take or recommend action based upon application or interpretation of established guidelines. (20%)
6. Performs other duties as assigned.